

THE POSITION

The County of San Diego's Treasurer-Tax Collector is seeking a highly motivated individual with a proven track record of exceptional leadership and organizational skills for the position of COMMUNICATIONS / SPECIAL PROJECTS MANAGER. This position is located at the County Administration Center (CAC), 1600 Pacific Highway, San Diego, CA. This position will oversee and manage Communications and Special Projects for the Office of the Treasurer-Tax Collector, including the preparation of news releases, articles, media communications, scripts and speeches; overseeing content placement and standards on the internal and external Treasurer-Tax Collector websites; managing special projects; and performing related work as required.



COUNTY OF SAN DIEGO

The mission of the County of San Diego is to efficiently provide public services that build strong and sustainable communities.

The County is governed by a five-member Board of Supervisors elected to four-year terms in district, nonpartisan elections. There are 18 incorporated cities in the County and a large number of unincorporated communities. County services are provided by five business groups that are headed by General Managers [Deputy Chief Administrative Officers (DCAOs)], who report to the Chief Administrative Officer (CAO). The various groups are: the Public Safety Group (PSG); the Community Services Group (CSG); the Finance & General Government Group (FG3); the Land Use & Environment Group (LUEG); and the Health & Human Services Agency (HHS). Within the groups, there are four departments that are headed by elected officials: District Attorney and Sheriff (PSG) and the Assessor/Recorder/County Clerk and Treasurer-Tax Collector (FG3).



OFFICE OF THE TREASURER-TAX COLLECTOR

The County of San Diego Treasurer-Tax Collector's mission is to provide the citizens, agencies and employees of San Diego County with superior financial services in terms of quality, timeliness, efficiency and value while maintaining the highest levels of customer service and satisfaction.

The Treasurer-Tax Collector has an annual operating budget of \$22 million and employs 123 permanent employees.

Information regarding the County of San Diego's Office of the Treasurer-Tax Collector can be viewed at: www.sdtreastax.com.

APPLICATION AND SELECTION PROCEDURE

You are encouraged to apply immediately in order to be considered.

Applications may be accessed and submitted online. To apply, go to: <http://agency.governmentjobs.com/sdcounty/default.cfm>. In addition to completing the application, please submit an updated résumé indicating your employment history, positions held, dates of service, areas of experience, levels of responsibility, reporting structure, size and job titles of staff supervised, budget managed, and current salary. In addition, please also submit your diploma, transcripts, completion letter, or foreign equivalency report which shows completion of the required degree.

Applications and résumés will be initially screened for the minimum qualifications listed above. An evaluation board will convene to review submittals and identify top competitors to be considered for further evaluation.



The County of San Diego
Office of the Treasurer-Tax Collector

CONTACT INFO

For questions about the application process, contact Kevin Scott, Senior Human Resources Analyst, via email: Kevin.Scott@sdcounty.ca.gov. Questions about the position may be directed to Michelle Horton, Senior Departmental Human Resources Officer, via email: Michelle.Horton@sdcounty.ca.gov. Résumés will be screened to assess each applicant's qualifications and finalists will be invited to interview.

Equal Opportunity Employer

THE COUNTY OF SAN DIEGO



INVITES RESUMES FOR COMMUNICATIONS/SPECIAL PROJECTS MANAGER (STAFF OFFICER)



APPROXIMATE HIRING RANGE IS
\$60,000 - \$90,000

ANNUALLY COMMENSURATE WITH
EXPERIENCE AND EDUCATION

EXCELLENT BENEFITS

*Open until filled. interested candidates
are encouraged to submit a resume as
soon as possible for consideration.*

Equal Opportunity Employer

COMMUNICATIONS/SPECIAL PROJECTS MANAGER

COUNTY OF SAN DIEGO TREASURER-TAX COLLECTOR



EXAMPLES OF DUTIES

- Plans, writes, directs, supervises and reviews the preparation of department written and electronic communications (i.e., news releases, media kits, presentations, scripts, speeches, etc) in consultation with executive staff.
- Assists in responding to media, public information, and other inquiries.
- Develops and implements the department's strategic media/public relations and marketing plans in consultation with executive staff.
- Organizes special events, programs, ceremonies, and public affairs activities.
- Responsible for the preparation and maintenance of Treasurer-Tax Collector's public information materials such as brochures, bulletins, newsletters, pamphlets, posters, audio/visual presentations, web sites, surveys and evaluation forms, and other publications. Manage coordination of production and printing of publications by vendors.
- Creates and edits scripts for video and PowerPoint productions/presentations.
- Consults in designing materials and references for use in responding to questions from the public.
- Supervises staff on related projects and assignments.
- Attends community outreach events during non-traditional work schedule.
- Other duties as assigned.

WORKING KNOWLEDGE OF:

- Principles, techniques, procedures and methods used in the composition and production of a variety of print and electronic materials
- Press conference scheduling and staging methods
- Project management and organizational acumen

- Principles of budget preparation and management
- Editing, research, and creative writing skills
- Media techniques and methods
- Electronic processing technologies
- Electronic media and communication methods and techniques for programs, and information intended for a large geographic/regional area

SKILLS AND ABILITIES TO:

- Provide technical guidance, expertise, oversight and approval of written communications
- Edit content for brochures, newsletters, print materials, press releases, presentations, Web, PowerPoint presentations, video and audio scripts and email communications
- Review, edit, read and comprehend internal and external communication materials such as contracts, ordinances, legislation, policy and procedures, directives and manuals
- Communicate effectively both orally and in writing with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations which require a high degree of sensitivity, tact and diplomacy
- Organize and manage projects
- Compile and analyze budgetary data
- Compile, organize, analyze and interpret data
- Establish effective working relationships with management, employees, and the public representing diverse cultures and backgrounds
- Maintain confidentiality of sensitive information
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations

DESIRABLE TRAITS

Leadership, Team Builder, Communicates Effectively, Knowledge Worker, Decision Maker, Strategic Perspective, Leverages Resources (Coaches and Develops), Demonstrates Ethical Behavior, Maximizes Team Effectiveness, Supportive of Change.



EDUCATION AND/OR EXPERIENCE

A bachelor's degree from an accredited U.S. college or university or a certified foreign studies equivalency AND three years of experience that demonstrates the ability to perform the essential functions of the classification OR a combination of education and/or experience as stated above.

The Communications / Special Projects Manager is in the unclassified service and works for the Treasurer-Tax Collector.

SPECIAL NOTES

The provisions of this job announcement may be modified or revoked and do not constitute an expressed or implied contract. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

Staff Officer (Class No. 000371) Union Code: UM